

EXTENSION FCE CLUB SECRETARY'S MONTHLY REPORT

Club _____ Secretary _____

Meeting Date _____ Location _____

Number Members in Club _____ Members Present _____ Visitors Present _____

Names of New Members _____ Address _____

_____ Address _____

Members Dropped _____

Reason _____

If moved, list new address (if know) _____

EDUCATION REPORT

Program Topic _____ Leader/Speaker _____

Brief Summary _____

Comments: i.e., List what was most interesting or helpful. Other comments: (use back of form if necessary)

BUSINESS REPORT

i.e. Give business transacted, picnics, tours, special activities in club and community participation. (use back of form if necessary)

Next Meeting Date _____ Time _____ Location _____

Topic _____

REQUEST FOR ASSISTANCE FROM EXTENSION OFFICE

(use back of form if necessary)

